

## **Background/Program Description**

### ***What is the President's Emergency Plan for AIDS Relief?***

On January 31, 2003, President George W. Bush announced a historic commitment to turning the tide of the HIV/AIDS pandemic. The President's Emergency Plan for AIDS Relief (PEPFAR), was created to mitigate the effects of HIV/AIDS worldwide and to target 15 of the most affected countries, including Zambia. In July of 2008, legislation was passed to extend PEPFAR for another 5 years. The goals for this 10 year period (2003-2013) are to:

- *Treat* 3 million HIV infected people;
- *Prevent* 12 million new HIV infections; and,
- *Care* for 12 million people infected and affected by HIV/AIDS, including 5 million orphans and vulnerable children (OVC).

### ***What is the PEPFAR OVC Small Grants Fund?***

The PEPFAR OVC Small Grants Fund is a highly competitive program, designed to assist communities with innovative projects/programs that provide care and support to orphans and vulnerable children (OVC), aged 0-17 years, and their households. These activities are intended to fill a need in each community, reaching large numbers of community members.

These are **one time** grants, intended to help local organizations start up, or continue, a sustainable program. Applicants should clearly demonstrate how their projects will be sustainable over the long term. There should be no expectation of continued funding under the PEPFAR OVC Small Grants Fund.

### ***What are the objectives of the PEPFAR OVC Small Grants Fund?***

- To enhance the quality of life of OVC. Orphans are defined as children under 18 years of age who have lost either a mother or father. Vulnerable children are those who reside in households affected by HIV/AIDS (e.g. a household in which a parent or principal caretaker is HIV infected).
- To provide support aimed at improving the lives of children and families directly affected by AIDS-related morbidity and/or mortality. The emphasis is on strengthening communities to meet the needs of orphans and vulnerable children affected by HIV/AIDS, supporting community-based responses, helping children and adolescents meet their own needs, creating a supportive social environment. Components of an OVC program may include: 1) sustainable economic/material support for OVC households; 2) access to education and/or skills training; 3) targeted food and nutrition support; 4) legal aid; 5) medical care; 6) psychosocial support. Institutional responses may also be included.

While PEPFAR funds can support food and nutrition for OVCs, ideally programs should leverage this support from other international or host-country partners. It should be time-limited and conditional on the identification of more sustainable solutions. Within comprehensive care strategies for OVCs, PEPFAR supports nutrition- and food-related interventions for affected OVCs and their caregivers, especially support for nutritional counseling to promote dietary

## **President's Emergency Plan for AIDS Relief OVC Small Grants Fund – 2010-2011**

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diversity, and small-scale agriculture activities, e.g. gardening and animal husbandry, which also have income-generating potential.

The PEPFAR Small Grants Fund prioritizes the following:

- Promotion of community involvement in innovative and sustainable programs to provide care and support for orphans and vulnerable children (OVC).
- Access to education, social services and other community resources for OVC.
- Capacity building within local communities to develop sustainable structures to care for OVC.
- Increased community awareness about OVC services and referral to prevention, care, and treatment services.
- Provision of food within certain parameters. Examples of potential food interventions that PEPFAR programs may fund include the following:

### *Child Level*

- Nutritional assessment and counseling;
- Weaning foods and other nutritional support for children under two years of age;
- Therapeutic and supplementary feeding of malnourished children based on anthropometric assessment and World Health Organization (WHO) guidelines; and
- Support to link children with other health and nutrition interventions provided by public or private health providers.

### *Caregiver or Family Level*

- Training, course materials, and other program support for facility- and community-based counseling of families and caregivers on nutrition, diet and food preparation techniques.

### *Systems Level*

- Development of policies and technical guidelines, training curricula and job aides for nutrition assessment and counseling;
- Working with appropriate national and district implementers to ensure targeting of OVCs for food and nutrition interventions and programs;
- Technical assistance and coordination with food industry to promote production of and access to nutritious foods, including fortified foods, for OVC; and
- Advocacy and resource mobilization for programs to address the nutritional needs of OVCs.

### ***What is PEPFAR Small Grants Fund's goal?***

- To enable local organizations to provide care and support to OVC in the form of sustainable economic assistance to OVC households, access to education, access to health care and counseling, and support for OVC caregivers.

## **President's Emergency Plan for AIDS Relief OVC Small Grants Fund – 2010-2011**

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These are ONE-TIME grants. Applicants must show how they intend to carry their projects forward once PEPFAR funds have come to an end. Applicants should view these grants as “seed” money for starting their projects and not as a possible continuing source of funding.

Strong community involvement and commitment NOW is a prerequisite for consideration. Prospective applicants must demonstrate prior experience in HIV/AIDS prevention and/or OVC care.

More details on project design and implementation is discussed in the [Project Criteria](#) section.

### **Guidelines/Application Instructions**

#### ***Who is eligible?***

Local organizations, community-based organizations, local faith based organizations, or community groups that are legally registered in Zambia are eligible to apply for funding. Prospective applicants must demonstrate prior experience in OVC care, have a broad understanding of community resources, and provide evidence of having previously managed donor funds in similar amounts and activities for which they are requesting, and/or demonstrate capacity for accountability and program implementation. Applicants must not be currently carrying out activities using PEPFAR funds, and should not duplicate already-existing PEPFAR-supported services in their geographical area.

#### ***What type of funding is available?***

Each successful grantee will be awarded up to \$20,000. The majority of project activities should be completed by **September 30, 2011**, regardless of when funding is received. Projects must be in line with the above stated goal and objectives.

The proposed program must:

- Have a well thought-out strategy for sustainability (describe in detail how the project will be carried forward once PEPFAR funding has come to an end).
- Outline strategy for clear accountability throughout the program period and beyond the sustainability phase.
- Have definable and measurable objectives that contribute to OVC care and support.
- Describe how the program will build and track referrals of OVC into HIV prevention, care, and treatment programs.
- Submit a detailed budget and budget justification.

#### ***What are the accountability and reporting requirements?***

Proposals must include an estimate of the number of OVC who will be reached, as well as a description of the services to be provided to the OVC reached. Proposals are required to detail how they will achieve the following objectives:

- Increase the level of community involvement in the proposed program

## President's Emergency Plan for AIDS Relief OVC Small Grants Fund – 2010-2011

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- Ensure OVC have access to education, food, social services and other community resources.
- Build capacity within local communities to develop **sustainable** structures to care for OVC
- Improve quality of life of OVC and their households

Projects are required to estimate targets for the indicators below.

Indicator type	Indicator
Number of individuals served	Number of OVC served by an OVC program, disaggregated by sex
Number of individuals trained	Number of providers/ caretakers trained in caring for OVC

### Project Criteria

1. Activities funded by PEPFAR Small Grants Fund, by definition, should involve a **contribution** of funds, materials, management, and labor by the local community. The U.S. contribution is to serve primarily as a catalyst.
2. Projects must be within the means and skills of the community to operate, and should be completed successfully by September 30, 2011. Applicants must clearly demonstrate that the applicant organization will continue to support the community in the related area, even after the completion of the project(s).
3. Grants will be given to groups or communities who have a **proven record of accomplishment** of project objectives. The groups must have evidence of successful projects that have been carried out in the past two years. Serious consideration will be given to groups who submit applications with realistic, specific, and well thought out budgets and thoroughly planned proposals. ***Applicants must provide evidence that the organization requesting funds is legally registered in Zambia.***
4. Projects should address an immediate need, be community-led, and which demonstrate an impact on OVC services in the community.
5. Funds are not for the purposes of an individual, a family, a select few, or a private business. Projects that benefit a small number of recipients will not be funded.
6. The PEPFAR Small Grants Fund cannot provide money for ongoing, routine expenses such as regular salaries, religious instruction, research, or general operating expenses (including rent, utilities, air time, external auditors, internet usage, etc).

*Emergency Plan funds for OVC cannot support:*

- Strengthening the general administrative and management capacities of the food/agriculture sector that have deteriorated because of the impact of HIV/AIDS
- School feeding programs for all school children

## **President's Emergency Plan for AIDS Relief OVC Small Grants Fund – 2010-2011**

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- Broad-based food-assistance and food-security programs

*Examples of PEPFAR Small Grants Fund efforts include:*

- Providing training for providers/caretakers in caring for OVC;
- Implementing income generating projects that will provide financial/economic support to “child-headed” households including provision of home-based care kits, nutrition and medications;
- Establishing or expanding a community income-generating activity to continue supporting the project beyond PEPFAR funds;
- Working with local health clinics in screening and referring potential HIV+ infants and children for clinical care;
- Providing blankets, clothes, uniforms, shoes, books and other school requisites to OVC;
- Providing life-skills training and sensitizing the community on caring for OVC;
- Supporting community sports/youth clubs that will promote HIV/AIDS prevention messages
- Providing access to education and psychosocial support to OVCs through scholarships and counseling;
- Supporting programs that work with governments to protect the most vulnerable children and provide essential social services;
- Integrating initiatives that respond to the nutritional, security, social and educational needs of OVC, especially in community settings.
- Programs that target OVC 5 and under through mechanisms such as early childhood education and targeted nutritional support.

### **Proposal Evaluation**

A U.S. Government interagency committee will review and evaluate the proposal using the following criteria (this list is not inclusive):

- Is the proposal realistic with its breadth and goals?
- How sustainable are the activities?
- Does the project draw from community resources?
- Is the project innovative?
- Are the estimated targets of persons reached viable?
- Is there an existing system to track the project’s accomplishments in reaching its proposed targets?
- Does the proposal create or enhance HIV/AIDS care or prevention services where there is a true need?
- Does the proposal duplicate existing services in the community?
- How will OVC benefit?
- What kind of relationship exists between the leadership and the grass-roots community? Who will be asked to do the work in this project?
- How well will this group work together to finish the project?
- What sorts of evidence can the project leaders show to indicate that the group in question will completely finish the project in the agreed time?

## **President's Emergency Plan for AIDS Relief OVC Small Grants Fund – 2010-2011**

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- Is there an existing or proposed system to track all PEPFAR Small Grants Fund project materials, support, supplies, and activities?
- Has this proposal received other USG funding?
- Has this organization received PEPFAR Small Grants funding?
- Is this activity currently being funded, and by whom?
- Does the organization have the necessary program and financial management capacity (appropriate staff with right level of experience) to manage this award?
- Is the organization able to provide references for grants received from other donors in Zambia?

The reviewing committee will consider most favorably projects which provide:

1. Strategy for sustainability
2. Household food security and livelihood development
3. OVC care and support
4. Youth behavior change and livelihood development
5. Gender equity
6. Stigma reduction

### **General Requirements**

1. Copies of the applicant organization's Certificate of Registration
2. A recent bank/financial Statement
3. Reference/recommendation letters from other donors or stakeholders
4. Map showing the physical location of the project and organization offices
5. Detailed budget with budget justification
6. Qualifications of key organization staff

## 2010 Application Process

### *President's Emergency Plan for AIDS Relief* **Small Grants Fund**

#### **Instructions**

The President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Fund promotes **innovative** community-based OVC care and support activities. These activities are intended to fill a need in each community, reaching large numbers of community members.

If your organization has a project that you believe meets the criteria and you would like to apply for a PEPFAR small grant, please complete this form and send it to the address below. Please remember that PEPFAR supports projects that are **SUSTAINABLE** and able to rapidly implement programs that benefit as many persons as possible.

Please review the PEPFAR Small Grants Fund guidelines carefully, and detach them before filling out the application. **Please do not include** your organization's constitution, and please **do not exceed 25 pages** (including references); additional pages will not be reviewed.

1. Please use block print and/or type the application.
2. Write or type the name of the applicant and contact information on each page.
3. Answer all questions completely.
4. Use a separate sheet of paper if necessary.
5. Include all required documents with the application. Applications without the supporting documentation will be deemed incomplete and will not be considered.

Applications should be sent (by either post or email) to:

Brandy Herren  
Small Grants Office  
American Embassy  
United Nations Avenue  
P.O. Box 31617  
Lusaka, Zambia  
HerrenBC@state.gov  
+260 1 250 955 x2391

Website: <http://zambia.usembassy.gov>

The closing date for submission of proposals and application forms is **Friday March 26, 2010**. Proposals/applications sent by registered post, or received after the due date will not be considered.

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***Note:** The United States Government reserves the right to reject any or all proposals, to negotiate with any applicant(s) considered qualified or to make award with further applicant negotiation.*

**President's Emergency Plan for AIDS Relief  
OVC Small Grants Fund – 2010-2011**

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**Please type or use block print for the application. Please answer the following questions about your organization in the space below.**

<b>Organization Name</b>	
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<b>1. Applicant Information</b>	
Full Name	
Mailing Address	
Telephone	
Email	
Fax	
Other	

<b>2. Proposed Project Coordinator Information</b>	
Full name	
Current Title	
Address	
Email	
Telephone number of the full-time resident, on-site project coordinator.	

<b>3. Project Background</b>	
Project Name	
Organization Affiliation (if any)	
Brief description of the project's mission	
Location (e.g., province, district,	



**President's Emergency Plan for AIDS Relief  
OVC Small Grants Fund – 2010-2011**

subdistrict, village name, and distance from the nearest large town)	
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<b>3. Project Background (continued)</b>	
What year was your organization founded?	
How many people are members of your organization?	
What kind of activities has the organization sponsored in the past?	
How has money been raised for the past activities?	
What is the organization's yearly budget?	
Has the organization received assistance from the Government of Zambia or any foreign donor agencies? <i>If yes, please indicate which donors have assisted.</i>	
Is the organization formally connected to a religious organization (e.g., church, clergy, etc)?	

**President's Emergency Plan for AIDS Relief**  
**OVC Small Grants Fund – 2010-2011**

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**4. Proposed Activity Description**

Please provide a description of the project proposed for the PEPFAR Small Grants Fund. In the text, please describe why the project is necessary, specific objectives of the project, and what benefits it will bring to the community. List and describe the activities that will be carried out and indicate who/how many will directly benefit from project.

**5. Project Implementation Timetable**

Please provide a project implementation timetable and explain how the project will be sustainable in the future in terms of human resource capabilities, future financing of the project, etc.

**President's Emergency Plan for AIDS Relief  
OVC Small Grants Fund – 2010-2011**

**6. Proposed Budget and Budget Justification**

Please provide a detailed budget either in U.S. Dollars or Zambian Kwacha (\$1USD = 4,500ZMK) not exceeding **\$20,000**. Be sure to include the following:

(a) List all materials and expenses that will be needed to complete the project or attach pro-forma invoices. The list must be specific. Some examples include: the number of books you are purchasing for training, the number of days you will conduct training, etc.

(b) Designate which materials or expenses would be provided by the organization and which ones the U.S. Embassy will provide.

(c) PEPFAR Small Grants funds cannot provide money for routine, ongoing expenses such as regular salaries, religious instruction, feeding programs, research, or general operating expenses (including rent, air time, external auditors, utilities, etc).

**EXAMPLE:**

Activity	Items Required	Justification (why this item is necessary for the activity)	Unit Cost (cost per item)	Number of items required	Total Cost	
					Organization Contribution	Embassy Contribution (Requested funds)
Example 1: Training 20 OVC caretakers	None	Reproduction of 1 training manual (50pp)	5,000ZMK	20		100,000ZMK
Example 2: Training 20 OVC caretakers	Rental of one room in local community center	Need training space to conduct training for a 3-day training	100,000ZMK for one day	3		300,000ZMK
Example 3: Training 20 OVC caretakers	Pens	Need a writing tool for participants to take notes	2,000ZMK	20	40,000ZMK	
TOTAL ORGANIZATION CONTRIBUTION					40,000ZMK	
TOTAL REQUEST						400,000ZMK

NOTE: All grants are paid in increments directly to the grantee. Grant amounts are in the Zambian Kwacha equivalent of the US dollar amount. The organizations given PEPFAR Small Grants Funds are responsible for locating reliable suppliers and obtaining pro-forma invoices.

\*\*You may wish to provide a recent bank statement for the applying organization to give a picture of the group's current financial status.

## **7. Financial Return**

If the project will provide a financial return (income), describe the following:

- what financial return is expected;
- who/what activity will receive the money;
- how the account books (for the income generating activity) will be checked by the organization; and
- purpose of the funds.

## **8. Project Beneficiaries**

Please estimate the number of direct beneficiaries. When calculating direct beneficiaries please make sure that you only count each person/service outlet once.

Projects are required to estimate targets for the **two** indicators mentioned in the [Guidelines](#) section.

## **9. Location of Proposed Activity**

Please attach a map to this application. The map should have the project site and your office site located in the nearest appropriate trading center. If you are submitting the application via e-mail and cannot attach a map, please send the map to us by post.

Please give the mileage and detailed directions from the nearest tarmac road to the appropriate trading center and then on to the project site. A stranger to the area should be able to find the project site easily by asking at the trading center after leaving the main tarmac road. Please start the map from the nearest large town such as Lusaka, Ndola, etc.

Signature of individual requesting President's Emergency Plan for AIDS Relief Small Grants Fund:

Printed name of individual requesting President's Emergency Plan for AIDS Relief Small Grants Fund:

Name and Title of requester

Date of request

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